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Chief, West Coast Bureau

20 September 1948

Chief, FBIB

Attached Processing Manual

It is desired that attached Manual serve, together with local directives applicable to your Bureau, as authoritative guide to SOP for processing broadcast material. Attention is called to the following items with particular reference to your operations:

1. It is desired that you adopt the practice of confirming broadcast date and hour by a final date-time group (see pages 9 and 17).
2. Use of term "Single Excerpt" will avoid confusion with the plural "Text Excerpts."
3. In transmitting broadcast copy or corrections in response to queries or orders from cues, subordination of the acknowledgment of query or order to subslug position will avoid possible misdistribution in Washington (see pages 20 and 21).
4. Since it is desired that all cues be sufficiently full and appropriately worded for possible use on the outgoing wire or in the Report, the term "Cue and FYI" is deleted from categories of messages.

L. K. WHITE

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cc: Admin.
PKE:gmr

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